Google

Basic Search- Cheat Sheet

Use the following tips to make searching more precise in Google Basic Search.

General Tips:

1. Avoid Stop Words
The more stop words in your query (such as adverbs, conjunctions, prepositions, or forms of "be"), the less likely your results will include what you're looking for.

No >> | when Toni Morrison was in London | (Google Search)
Yes >> | Toni Morrison London | (Google Search)

2. Boolean Basics
The Boolean AND command is automatically implied in ALL Google searches. Boolean OR must be in all capital letters, or else google will simply ignore it. Boolean NOT is the minus sign "-" and must be in front of each word you want to exclude.

E.g. | venezia OR venice | (Google Search)

3. No Case Sensitivity
Google searches are not case sensitive. All letters, regardless of how you enter them, are understood as lower case. For example, searches for "george washington," "George Washington," and "George washington" all return the same results.

E.g. | george washington | (Google Search)

4. Use Quotes
You can force Google to look for words in the exact order you type them in by putting quotes around the words in your search.

E.g. | "midnight's children" | (Google Search)

5. Restrict Domain
In order to help you find quality hits, you might want to restrict your search only to Web sites at government or educational institutions. You can do this by typing in your search and then the word site: [remember the colon] and then the domain.

E.g. | cicero site:.edu | (Google Search)

6. Don't Assume Singular/Plural Included

Google improves its results by ONLY looking at the form of the word that you type in. If you type in the word "cake," it won't necessarily find the word "cakes." Be precise when searching and use the appropriate Boolean command when necessary.

E.g. | cake OR cakes | (Google Search)

9. This NOT That

You can exclude a word from your search by putting a minus sign ("-") immediately in front of the term you want to avoid. (Be sure to include a space before the minus sign.) This can be useful when you are searching for a term that has more than one meaning; "apple" can refer to the fruit or the computer company. To find web pages about apple that do not contain the word "computer", type.

E.g. | apple –computer | (Google Search)

10. Searching Synonyms

You may want to search not only for a particular keyword, but also for its synonyms. Indicate a search for both by placing the tilde sign ("~") immediately in front of the keyword. For example, to search for food facts as well as nutrition and cooking information, use:

E.g. | ~food ~facts | (Google Search)

Helpful Symbols:

Example	Result: webpages with
psychology animals	the words **psychology** *and* **animals**
"global warming"	the *exact phrase* **global warming**
"global warming" **OR** "greenhouse effect"	the phrase **global warming** *and/or* the phrase **greenhouse effect**
post * syndrome	the words **post** and **syndrome** *separated by one word*
salsa -dancing	the word **salsa**, *not* the word **dancing**
~auto loan	loan info for both the word auto and its synonyms: truck, car, etc.

Useful Search Operators:

Operator	Meaning	Example
##..##	Search within number range	"iphone" $100..$300
site:	Search specific website or specific domain	"human rights" site:un.org Olympics site:.gov
-site:	Exclude website or domain	"global warming" -site:wikipedia.org

filetype:	Search specific file format (i.e. Word document, PowerPoint, PDF, etc.)	"social media" filetype:pdf
( )	Formulate complex queries	Siberia (site:gov OR site:edu)
Define:word	Returns the definition of the word	Define:computer
Info:website	Get information about a URL, including the cache version of the page, similar pages, and pages that link to the site	Info:www.medinacsd.org
Related:website	Display all pages which Google finds to be related to your URL	Related:www.cnn.com
Link:website	Display a list of all the pages which Google has found to be linking to your site. Useful to see how popular a site is!	Link:www.nbc.com
Weather:location	Use to find weather in a particular location	Weather:Chicago

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